

Town of

# Scituate, Massachusetts



## APPLICATION FOR EMPLOYMENT

*Please return application to:*  
HR@scituatema.gov or mail to:  
Human Resource Department, Town of Scituate  
600 Chief Justice Cushing Highway, Scituate, MA 02066

**APPLICATIONS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, CREED, RELIGION, SEX, NATIONAL ORIGIN, AGE, SEXUAL PREFERENCE OR THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR HANDICAP.**

**(PLEASE PRINT)**

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

Number Street/P.O. Box

Town

State

Zip

Telephone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

If employed and you are under 18, can you furnish a work permit? Yes  No

Have you filed an application with the Town before? Yes  No  If Yes, when? \_\_\_\_\_

Have you ever been employed here before? Yes  No  If Yes, when? \_\_\_\_\_

Are you employed now? Yes  No

May we contact your present employer? Yes  No

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration status? Yes  No  (If not a citizen, proof of immigration status may be required upon employment)

On what date would you be available for work? \_\_\_\_\_

**Check all that apply:**

Are you available to work  Full Time  Part Time  Temporary until \_\_\_\_\_

Are you available to work  Days  Evenings  Weekends

What days of the week are you available to work?  M  Tu  W  Th  F  Sa  Su

Are you available to work  Year Round  Academic Year Only  Summers Only

Are you willing to be on call for substitute hours? Yes  No

Are you on a lay off and subject to recall? Yes  No

What licenses, skills or qualifications do you possess which should be considered?

List the types of office or construction equipment you can operate:

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*For applicants for jobs that requires driving:*

Do you have a valid driver's license: Yes  No

License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Do you have a valid Commercial Driver's License (CDL)? Yes  No

Do you authorize the Town to check your driving record for repeated or significant traffic

violations? Yes  No

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**Education**

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

Did you graduate from High School or do you possess a high school equivalency (GED) Yes  No

Name of High School

City/Town

State

**COLLEGE OR OTHER TRAINING AFTER HIGH SCHOOL, INCLUDING MILITARY SCHOOLS:**

Name of School or College	From	To	Major	Date of Diploma/Degree

## EMPLOYMENT HISTORY

Start with your present or most recent job. Include military service assignments and volunteer activities (if related to position(s) you are applying for. Exclude organization names which indicate race, color, religion, sex or national origin.)

<b>Employer (Present or Last)</b>	Starting Date	Describe Work Performed
Address		
Position Title	Ending Date	
Supervisor		
Reason for Leaving		
<b>Employer (Previous)</b>	Starting Date	Describe Work Performed
Address		
Position Title	Ending Date	
Supervisor		
Reason for Leaving		
<b>Employer (Previous)</b>	Starting Date	Describe Work Performed
Address		
Position Title	Ending Date	
Supervisor		
Reason for Leaving		
<b>Employer (Previous)</b>	Starting Date	Describe Work Performed
Address		
Position Title	Ending Date	
Supervisor		
Reason for Leaving		

Please state any additional information you feel may be helpful to us in considering your application.

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Should you be offered employment, would you consent to a medical examination, as a condition of employment, conducted solely for the purpose of determining whether you are, with reasonable accommodation, capable of performing the essential functions of the job?

Yes  No

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**The statements made by me in this application are full and true to the best of my knowledge and belief.** I understand and authorize that the information provided may be verified, and that any willful misstatement of material facts herein will cause forfeiture on my part of all rights to any employment in the service of the Town of Scituate. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE TOWN OF SCITUATE IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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**NOTICE TO APPLICANTS FOR EMPLOYMENT WITH THE TOWN OF SCITUATE**

Smoking Policy

Pursuant to the Town of Scituate's non-smoking policy and Massachusetts General Laws, smoking is not allowed in Town buildings. Also, Massachusetts General Laws state that no person who smokes any tobacco product shall be eligible for appointment as a police officer or firefighter.

Employment Verification

Public Law 99-603 requires the Town of Scituate to demonstrate a "good faith effort" in complying with the illegal alien employment statutes. Should you be hired for a position with the Town of Scituate, you will be asked to present the proper identification.



Town of

# Scituate, Massachusetts

## APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, creed, religion, sex, national origin, age, sexual preference, or the presence of a non-job related medical condition or handicap.

As employers, we comply with governmental regulations and affirmative action responsibilities, solely to help us comply with government record-keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation and assistance.

This data is for periodic government reporting and will be kept in a CONFIDENTIAL FILE separate from the Application for Employment.

(PLEASE PRINT NEATLY)

Date of Application \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

MI

Address: \_\_\_\_\_

Number Street/P.O.Box

Town

State

Zip

Referral Source:  Advertisement  Friend  Relative  Employment Agency  Walk-In  Other

Gender:  Female  Male

Race/Ethnicity (Please check one)

- Black:** A person having origins in any of the racial groups of South Africa.
- White:** A person having origins in any of the original people of Europe, North Africa or the Middle East.
- Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American culture or other Spanish Culture or origin regardless of race.
- Asian or Pacific Islander:** A person having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, India, Korea, the Philippine Islands and Samoa.
- Alaskan Native or American Indian:** A person having origins in any of the original people of North America and who maintains cultural identification through Tribal Affiliation or community recognition.
- Cape Verdean:** A person having origins in the Cape Verde Islands.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER